

# Borough Council of Kings Lynn & West Norfolk COVID-19 Risk Assessment

Date; June 2020 minor amendments 09/07/2020

Reviewed

Staff (S), Visitors (V), Public (P), Contractors (C), Drivers (D),

Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions (VG)

What are the hazards?	Who might be harmed & why	Controls Required	Additional Controls	Action by who?	Action by when?	Done	No.
Spread of Covid-19 Coronavirus through respiratory droplets, aerosol transmission, contact transmission, through air, surfaces equipment and people	<p><b>Exposing people unnecessarily by not controlling numbers and the type of people who go to buildings or areas</b></p> <p>S, V, C, P, VG</p>	Facilitating remote working, on either a full or part time basis, where possible, providing equipment needed for employees to work safely and effectively at home	<p>Ensuring staff who perform duties that can be undertaken from home (either full or part time) are provided with the necessarily equipment and technology to enable them to undertake their work in a sufficient manner thus minimising or removing their need to attend the office. Reviewing new working environments and provision of DSE advise <i>Corporate Guidance Note- DSE temporary home working</i> and HSE advice Consider lone working when employees are in their own home and provide managers with advice/guidance to manage these situations.</p> <p>'Refresh home working policy to identify home working or partial home working' and any differences in implications or advice for Managers, implement policy and support with training/guidance</p>	Chief Executive & Directors	Ongoing	Action from March 2020	1.1

		Changing jobs and tasks that can be changed to reduce risk; -	Review each job role for new ways of working, providing training and supervision in socially distance manner. Review other risk assessments for jobs if there has been a change	Chief Executive & Directors	Ongoing	Action from March 2020	1.2
		Regular contact with people working from home, making sure that their wellbeing is discussed and helping them to feel they are still part of the workforce;	Programme in regular catch ups- use Teams meetings, phone calls and emails	Chief Executive & Directors	Ongoing	Action from March 2020	1.3
		Where it is not possible to work from home, provision of guidance on social distancing and hygiene (handwashing with soap and water often, for at least 20 seconds) will be followed;	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Relocate some staff to alternative office locations to support social distancing measures.	Chief Executive & Directors	Ongoing	Action from March 2020	1.4
		Using only the minimum number of people needed to carry out work tasks safely.	Review tasks to establish if work can be changed, considering lone working, manual handling issues,	Chief Executive & Directors	Ongoing	Action from March 2020	1.5
		Using social distancing rules, establish safe numbers that can be accommodated in areas at one time	staffing levels reflect the safe numbers. Regularly monitor areas Public access areas, limit numbers by queues or security, signage 1 <sup>st</sup> aid arrangements and fire safety to be checked in line with numbers and shift patterns	Chief Executive & Directors	Ongoing	Action from March 2020	1.6

		Recognising the individual needs of some employees for whom it is not physically possible or appropriate to work from home due to a variety of personal circumstances	Individual assessments by Managers with input from employees to balance the risks of COVID19 against other potential risks and make an informed decision about the appropriate location for their work to be undertaken. Providing appropriate advice and support to Managers and employees.	Chief Executive & Directors	Ongoing	Action from March 2020	1.7
<p><b>Not protecting people who are at higher risk by exposing them to work activities</b></p> <p><b>S, V, C, P, VG</b></p>		Shielding Clinically extremely vulnerable and those who have someone shielding in their household	FAQs	Chief Executive & Director	Ongoing	Action from March 2020	2.1
		Home work for those at increased risk either in their current role or an alternative role;	FAQs	Chief Executive & Directors	Ongoing	Action from March 2020	2.2
		where people at increased risk cannot work from home, offering safest available roles;	FAQs Use of separate rooms, or separate building. Review job role to limit contact with people or articles. Ensure hygiene provision Consider potential implications for any BAME employees and make additional adjustments/provide additional advice guidance as appropriate	Chief Executive & Directors	Ongoing	Action from March 2020	2.3
		planning for people who need to self-isolate	FAQs. Posters in public areas. Website advice on actions to take. Instructions in place to ensure person goes home immediately or isolates in room until arrangements can be made. Corporate Guidance Note for Building Managers	Chief Executive & Directors	Ongoing	Action from March 2020	2.4
		Planning how council activities aimed at higher risk groups can be undertaken	Following the NHS/PHE guidance on providing support ensuring that hygiene and social distancing measures are put in place when undertaking visits. Corporate Guidance Note	Chief Executive & Directors	Ongoing	Action from March 2020	2.5

			Site Visits to External /Outdoor Areas & Residential Property. Applying hygiene principles of HACCP to food operations such as food hub.				
<b>Exposure when going into and leaving work when needing to attend</b> <b>S, V, C, P, VG</b>	When people have to travel into work, people can travel alone in their own transport (or walk, or cycle if it is safe to do so) to maintain social distancing			Chief Executive & Directors	Ongoing	Action from March 2020	3.1
	Flexible working or staggering shifts so people can keep 2 m social distancing rules by not using entry/exit points at the same time;	Discussions with other building users e.g. CCG, DWP,		Chief Executive & Directors	Ongoing	Action from March 2020	3.2
	Using more entrances and exits where possible	Review security, fire risk assessments		Chief Executive & Directors	Ongoing	Action from March 2020	3.3
	Handwashing facilities (running water, soap and paper towels/hand drier) or hand sanitisers at entry/exit points of buildings or sites where possible, to allow people to cleanse their hands as they arrive and leave. Providing hand sanitiser for employees who undertake visits	NHS hand wash posters, signs to remind staff to wash hands on entry, hand sanitiser at exits Hand sanitisers in public areas		Chief Executive & Directors	Ongoing	Action from March 2020	3.4
<b>Not limiting the number of surfaces, equipment or articles that need to be touched</b> <b>S, V, C, P, VG</b>	Minimum number of surfaces are touched, by keeping doors open, removing touch pads where possible	Reviewing fire risk assessments and security. In residential properties ask that doors are held open where possible and phone to signal arrival. Limiting the amount of equipment taken into properties		Chief Executive & Directors	Ongoing	Action from March 2020	4.1
	Using electronic means to share, receive or send information	Review internal and customer process reducing need for signing, post, physically scanning		Chief Executive & Directors	Ongoing	Action from March 2020	4.2

		Reducing job rotation and hot desking and desk sharing where possible	Review impact on HAVs and Noise. Limit desk sharing. In reception or control room settings enhanced cleaning for all surfaces which have to be shared	Chief Executive & Directors	Ongoing	Action from March 2020	4.3
<b>Exposure in work areas due to social distance not being followed</b> <b>S, V, C, P, VG</b>		Work areas or practices organised so people can be kept the social distance apart, where possible	Review all areas particularly public facing to create clear separation Include planning of temporary works	Chief Executive & Directors	Ongoing	Action from March 2020	5.1
		physically arranged work areas to keep people socially distanced;	Consider physical measures such as positioning furniture or access space Consideration of location of printers, fridges, store cupboards, that may encroach on 2m	Chief Executive & Directors	Ongoing	Action from March 2020	5.2
		marking areas using floor paint or tape to help people keep a social distance;		Chief Executive & Directors	Ongoing	Action from March 2020	5.3
		signage to remind people to keep a social distance	Including signage to outdoor and temporary work areas to remind staff and public to keep social distance	Chief Executive & Directors	Ongoing	Action from March 2020	5.4
		avoiding face-to-face working	Reviewing orientation of desks. Reviewing how one to ones and training is to be undertaken	Chief Executive & Directors	Ongoing	Action from March 2020	5.5
		where it is not possible to keep a physical social distance, measures will be taken such as assigning one person per work area, reducing the number of people in the work area or assigning and keeping people to shift teams, to limit social interaction;	Training & reviewing work and teams.	Chief Executive & Directors	Ongoing	Action from March 2020	5.6
		using screens or other barriers to create a physical barrier between people.	Regular cleaning required. Securely fixed barriers	Chief Executive & Directors	Ongoing	Action from March 2020	5.7

		Consideration of alternative work locations where office attendance is essential		Chief Executive & Directors	Ongoing	Action from May 2020	5.8
	<b>No or inadequate Cleaning</b> <b>S, V, C, P, VG</b>	Clean work areas, equipment and vehicles, for example cleaning at the end of each use if equipment is shared between people or between shift changeovers or at the end of each day	Provision of guidance and training for cleaning. <i>Corporate Guidance Note for Building Managers</i> Regular checks to ensure cleanliness and procedures being followed. cleaning materials available for employees to clean any shared work equipment	Chief Executive & Directors	Ongoing	Action from Feb 2020	6.1
		providing hand sanitisers and cleaning material to also help individuals to maintain clean hands and work areas	Wipes and cleaning materials available ensure COSHH principles applied and reviewed where necessary	Chief Executive & Directors	Ongoing	Action from Feb 2020	6.2
		Ensuring appropriate cleaning undertaken after undertaking work activities in other premises, or properties	Wipes and cleaning materials available ensure COSHH principles applied and reviewed where necessary	Chief Executive & Directors	Ongoing	Action from Feb 2020	6.3
	<b>Provision of first Aid to symptomatic individual</b> <b>S, V, C, P, VG</b>	Keeping a social distance where suitable. In emergency providing assistance with PPE. No resuscitation breaths	COVID-19 emergency PPE pack to be kept with first aid kit. <i>Corporate Guidance Note for Building Managers</i> <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> Ensure first aiders provided with information	Chief Executive & Directors	Ongoing	Action from March 2020	7.1
	<b>Inadequate ventilation and air circulation that reducing the impact of 2 metres</b> <b>S, V, C, P, VG</b>	Ensuring that buildings or enclosed structures, have a good source of fresh air by keeping window and doors open where possible	Following guidance from <b>REHVA COVID-19 guidance document, April 3, 2020</b> <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</a> .	Chief Executive & Directors	Ongoing	Action from May 2020	8.1

			In all buildings with mechanical ventilation ensure survey/assessment by competent person to assess against REHVA Information to employees on opening windows Encourage residents where visits are undertaken to open windows and doors before and during visits				
		Assessing the suitability of ventilation systems and fans	Preventing the use of desk and usb fans to prevent spread further than 2 m, unless 1 person in an enclosed room or through risk assessment. Ensure that other measures in place to accommodate heat. Those with heat sensitive medical conditions to be assessed individually Set building ventilation systems and air con systems to fresh air not recirculated air	Chief Executive & Directors	Ongoing	Action from May 2020	8.2
		In shared vehicles keeping windows open and blower on fresh air	Limiting use of shared vehicles, ensuring that fixed pairing/teams where possible. Use of more than one vehicle if necessarily. <i>Corporate Guidance Notes for Visits</i>	Chief Executive & Directors	Ongoing	Action from March 2020	8.3
		Encouraging the use of outdoor space	Encourage staff particularly on visits to undertake discussions in outdoor areas. Encourage residential meetings outside. Identify outdoor areas for breaks if able	Chief Executive & Directors	Ongoing	Action from May 2020	8.4
	<b>Not Limiting Travel</b> <b>S, V, C, P, VG</b>	Ensuring that only essential travel is made whether that is around a building, to sites or properties	Encourage calls rather than in person meetings	Chief Executive & Directors	Ongoing	Action from March 2020	9.1
		Reducing the amount that people that rotate between jobs	Where visits to other premises, use same people where possible, equipment stock/materials ordered in one go where possible to prevent multiple trips or loads	Chief Executive & Directors	Ongoing	Action from May 2020	9.2

		Limiting the number of people who use lifts and work vehicles.	Where possible only 1 person per vehicle/lift. Where two or more required to be undertaken as fixed teams or pairings <i>Corporate Guidance Note Site visit to outdoor/external areas, Residential, commercial</i> Require the use of face covering during any shared travel	Chief Executive & Directors	Ongoing	Action from April 2020	9.3
		Floor paint, tape or other markings used to help people keep a social distance.	Particularly in public waiting areas. Corridors and walk ways.	Chief Executive & Directors	Ongoing	Action from April 2020	9.4
		Temporary pedestrian walkways where appropriate to allow people to maintain social distancing when moving around.		Chief Executive & Directors	Ongoing	Action from May 2020	9.5
		One way systems where able		Chief Executive & Directors	Ongoing	Action from May 2020	9.6
		common areas tables/chairs are socially distanced apart	Regular checks to common areas, remove some chairs and tables where numbers would exceed safe numbers	Chief Executive & Directors	Ongoing	Action from May 2020	9.7
		staggering breacktimes so that people are not using common areas at the same time and using outdoor areas where able	Discussions with other site/building users	Chief Executive & Directors	Ongoing	Action from March 2020	9.8
	<b>Lack of Good hygiene</b> <i>S, V, C, P, VG</i>	Hand washing facilities with running water, soap and drier/paper towels; providing hand sanitiser in addition to washing facilities;	Personal Hand sanitiser available to all staff whilst in offices or visits. Consider mobile or additional wash stations where high demand for hand washing. Add to legionella checks where new systems installed.	Chief Executive & Directors	Ongoing	Action from March 2020	10.1



			Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a>				
		using signs and posters to increase awareness of good handwashing technique and reminders about avoiding touching face and to cough/sneeze into arm	NHS handwashing posters and advise posters	Chief Executive & Directors	Ongoing	Action from March 2020	10.2
		clear guidance for use and the cleaning of toilets, showers and changing facilities to make sure they are kept clean; and prevent transmission	Following REHVA COVID-19 Keeping toilet seats down while flushing poster. <i>Corporate Guidance Note Public Toilets</i>	Chief Executive & Directors	Ongoing	Action from May 2020	10.3
		Provision of sufficient uniform where provided to allow regular washing	more uniform or relaxation of uniform rules	Chief Executive & Directors	Ongoing	Action from March 2020	10.4
		To reduce contact with objects that come into or are removed from the home or other environment	Limit transferring articles around a building/site consider measures to clean or decant where necessary including any quarantine measures if working in a shielding house or taking articles or equipment from a symptomatic premises. <i>Corporate Guidance Note for visits to Residential properties</i>	Chief Executive & Directors	Ongoing	Action from May 2020	10.5
	<b>Insufficient Provision of Information and guidance</b> <b>S, V, C, P, VG</b>	Providing people (including employees and others) with information on procedures, guidance or ways of working that have been introduced;	Corporate Guidance Notes and individual risk assessments. FAQs Website, posters	Chief Executive & Directors	Ongoing	Action from Feb 2020	11.1
		sharing information with them before they start work	Information in employment pack, induction. Where employees or building user has not been in since changes ensure information provided to them either through managers or through tenant's representatives	Chief Executive & Directors	Ongoing		11.2

		sharing this information with others who are not employees (for example visitors, customers or contractors), where required by signs or notices;	During awarding of contract, information provided about our systems and verifications of their controls measures. Provide information to others prior to meeting <i>Corporate Guidance Note Visits to residential Properties During COVID-19 &amp; Corporate Guidance Note site visits to outside/external areas During COVID, Corporate Guidance Note Visits to Commercial Vacant premises During COVID-19</i>	Chief Executive & Directors	Ongoing	Action from March 2020	11.3
		ensuring people who don't have English as their first language and others who may struggle with written and verbal communication are accommodated	Use of translation service and pictorial posters from NHS and Gov.uk <a href="https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-translated-resources/">https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-translated-resources/</a> Social media	Chief Executive & Directors	Ongoing	Action from March 2020	11.4
		Ensuring that emergency procedures are planned so information can be provided about how they should be undertaken	For example fire evacuation procedures should occur without social distancing, however once the event has finished social distancing and hand washing should be implemented	Chief Executive & Directors	Ongoing	Action from March 2020	11.5
<b>Not considering COVID-19 when contracts are awarded or being undertaken</b> <i>S, V, C, P, VG</i>		Ensuring that tender documents, safety policies and RAMs consider how social distancing measures will be implemented	New existing contracts to be checked by instructing officer to ensure compliance with COVID-19 and impact on existing procedures	Chief Executive & Directors	Ongoing	Action from March 2020	12.1
		Monitoring of contracts to ensure appropriate measures in place		Chief Executive & Directors	Ongoing	Action from March 2020	12.2
		Provision of training to contractors when entering site/ building	Where there is no 'reception', ensure that receiving officer briefs contractors on 'rules' in building	Chief Executive & Directors	Ongoing	Action from March 2020	12.3

	<b>Personal Protective Equipment (PPE) being used before other control measures and being incorrectly</b> <i>S, V, C, P, VG</i>	PPE will be provided to those where risk assessments identify a need, using the NHS PPE guidance and 'COVID-19 Secure' Guidelines	Used as last resort after implementing all elements of hierarchy of controls	Chief Executive & Directors	Ongoing	Action from Feb 2020	13.1
		Information will be provided on how that the PPE should be used.	NHS guidance poster <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a> You tube video on donning and doffing PPE <a href="https://www.youtube.com/watch?v=kKz_vNGsNhc">https://www.youtube.com/watch?v=kKz_vNGsNhc</a> Reminders about gloves not being substitute for good hand washing Where used in hot weather or environments, ensure adequate hydration prior to donning, consideration of additional breaks	Chief Executive & Directors	Ongoing	Action from Feb 2020	13.2
		Face coverings will be allowed should people wish to wear them, providing they can be worn safely when undertaking tasks	Advice on how to safely wear a face covering in FAQs	Chief Executive & Directors	Ongoing	Action from June 2020	13.3
	<b>Not disposing of contaminated waste appropriately</b> <i>S, V, C, P, VG</i>	Ensuring that contaminated PPE, cleaning cloths and items that cannot be cleaned are disposed of correctly	Tie and double bag waste, place in secure location & dispose of after 72 hours Steam cleaning soft furnishing where appropriate	Chief Executive & Directors	Ongoing	Action from Feb 2020	14.1
	<b>Deterioration of Mental Health</b> <i>S</i>	Support and awareness will be offered to staff to promote mental health & wellbeing awareness	<a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a>	Chief Executive & Directors	Ongoing	Action from March 2020	15.1
	<b>Not identifying routes for transmission through work activities</b> <i>S, V, C, P, VG</i>	Audits of implementation of COVID controls	Regular checks by management to ensure controls in place, where issues found review work procedures, provide additional training	Chief Executive & Directors	Ongoing	Action from June 2020	16.1

S	Investigating reports of COVID, where workplace acquired report under RIDDOR as dangerous occurrence, case of disease, death due to exposure of biological agent	<a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm#:~:text=You%20should%20only%20make%20a,reported%20as%20a%20dangerous%20occurrence&amp;text=a%20worker%20dies%20as%20a%20result%20of%20occupational%20exposure%20to%20corona%20virus.">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm#:~:text=You%20should%20only%20make%20a,reported%20as%20a%20dangerous%20occurrence&amp;text=a%20worker%20dies%20as%20a%20result%20of%20occupational%20exposure%20to%20corona%20virus.</a>	Chief Executive & Directors	Ongoing	Action from May 2020	16.2
	Monitor notification of 'test and trace' system to identify potential new cases. Review information to assess where 'contact ' has resulted from. Where work related, review how that contact has occurred	Retraining, review of controls measures where 'contact' identified Keeping of records <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a>	Chief Executive & Directors	Ongoing	Action from June 2020	16.3
Not maintaining social-distancing and avoiding transmission when goods enter and leave the sites  S, V, D	Revising pick up and drop off collection points, procedures, signage and markings.	Signage. Pre arrange deliveries.	Chief Executive & Directors	Ongoing	Action from May 2020	17.1
	Reduce frequency of deliveries, for example by ordering larger quantities less often where able			Ongoing	Action from May 2020	17.2
	Minimising contact at yard, doors for deliveries, allow non-contact delivery systems and electronic pre-booking if possible.			Ongoing	Action from March 2020	17.3
	Enabling drivers to access welfare facilities when required, consistent with other guidance.	Identify toilets to be used, especially where no reception or out of normal hours		Ongoing	Action from May 2020	17.4

		Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	Review delivery procedures		Ongoing	Action from May 2020	17.5
		Where possible and safe, having single workers load or unload vehicles or if more than one is needed, using the same pairs of people for loads	Review manual handling assessments. Fixed pairs		Ongoing	Action from May 2020	17.6

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Symptoms are a new persistent cough or a high fever or a change or loss in sense of smell or taste. Anyone who develops these symptom should stay home and isolate for 7 days or longer if the symptoms continue. Anyone who is sharing a household with the individual should isolate for a minimum of 14 days

The General Principles of Prevention should be used when deciding on controls, starting at the top with Avoiding the Risk

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- (e) adapting to technical progress;
- (f) replacing the dangerous by the non-dangerous or the less dangerous;
- (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- (h) giving collective protective measures priority over individual protective measures; and
- (i) giving appropriate instructions to employees.

Working safely during coronavirus (COVID-19, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  
 Coronavirus (COVID-19) <https://www.gov.uk/coronavirus>

Collection COVID-19: guidance for health professionals <https://www.gov.uk/government/collections/wuhan-novel-coronavirus>

HSE Coronavirus (COVID-19): latest information and advice <https://www.hse.gov.uk/coronavirus/index.htm>

IOSH Coronavirus <https://iosh.com/coronavirus>

CIEH Coronavirus resources <https://www.cieh.org/policy/coronavirus-covid-19/resources/>